

**CONFIDENTIAL**

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RECORDS CENTER BRANCH

Office of the Chief

Responsible for overall administration of Center operations and for executing all Records Management Division programs and activities assigned to the Records Center Branch.

Accessioning Section

Arranges for transfer of records from operating offices to the Center.  
Assists in the physical movement of records to the Center by supplying technical advice, labor, trucks, containers, and labels.  
Maintains controls over accessions by assigning job numbers, processing transfer documents, and allocating all Center shelving space for the storage of records.  
Initiates work programs as needed, designed to repair and preserve valuable records.  
Maintains records and prepares reports on accessions.

Reference Service Section

Receives requests for information on documents in the custody of the Center and conducts necessary searches to locate desired documents, using established finding media.  
Provides desired information either by abstracting the data or transferring the document to the requesting office.  
Prepares and maintains research reference aides.  
Enforces restrictions on use of records in custody.  
Develops and conducts work programs designed to arrange, describe, and segregate records determined to have values worthy of permanent retention as the official archives of the Agency.  
Maintains records and prepares reports on reference services rendered.  
Receives, stores, and furnishes on request of OGD copies of the National Intelligence Survey reports.  
Maintains a current inventory of reports on hand and a record of recipients.

Disposal Section

Examines records as they are accessioned in order to determine if their disposal is authorized by any existing schedule.  
Prepares and maintains a disposal "tickler" file that controls final disposition of all records in custody of the Center.  
Initiates and conducts work programs as required designed to evaluate and appraise records in custody for preservation or destruction.  
Maintains disposal job files and prepares reports of the destruction of records.

Records Unit

Distribution Unit

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